

Third Academy Parent Handbook 2015 – 2016



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Third Academy
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***“The Third Academy offers hope...
hope for students, families, and the future.”
Dr. S. Lal Mattu, Third Academy Founder***

Welcome to Third Academy and the 2015 – 2016 School Year!



Sunil Mattu
Executive Director



Joe Smith
Principal, Upper School



Rehana Mattu
Principal, Lower School

Greetings!

Thank you for selecting Third Academy to pursue your education. If you are a new student, you will find Third Academy to be different from the school you have come from. If you are a returning student, you know that you are in for another great year!

Third Academy offers programs that are tailored to meet the unique learning needs of our students. Teachers are committed to providing every student with the best possible education. Parents, students, and Third Academy staff form meaningful partnerships that allows for an optimal learning opportunity. As Third Academy's Founder, Dr. S. Lal Mattu says, *"Together, we make the difference."* This school offers students the opportunity to realize their full potential. We hope that every student takes full advantage of everything Third Academy has to offer.

This Parent Handbook describes how the school operates and explains policies that directly affect students and parents. This is important information that will help you fully participate in your success at Third Academy.

On behalf of Third Academy, we wish every student success for the new school year.

A handwritten signature in black ink, appearing to read 'Sunil Mattu'.

Sunil Mattu, Executive Director

Third Academy Leadership Team

Sunil Mattu, Executive Director 403-690-1408

Joe Smith, Principal Upper School 403-680-5124

Rehana Mattu, Principal Lower School 587-226-4147

Bruce Freeman, Transportation Manager/Communications Officer 403-888-8437

Zeljko Puric, Chief Psychologist 403-288-5335

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Vision

Student success.

Mission

To provide the best possible education by creating a positive, safe & caring, success oriented learning environment and by developing significant relationships with our students with special needs.

Pillars

We believe in developing open and honest relationships based on mutual respect that touches the heart.

We serve families of students with special learning needs.

We believe it is the responsibility of and therefore takes a whole community in partnership to raise a child.

We are educators with a heart: caring, committed, qualified, understanding, accepting, loyal, thinking and feeling and acting 'outside the box', going 'beyond the call of duty', and who are ultimately flexible.

We are therapist-teachers who heal the heart first: programming can therefore meet the emotional, social, esthetic, physical, and academic needs of our students.

We believe in developing best practices through turning professional development into professional practice.

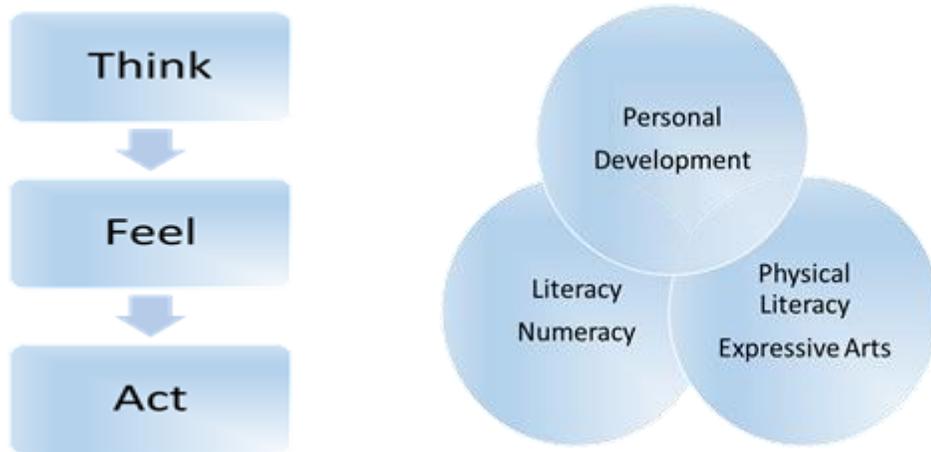
We are accountable, not only to Alberta Education in meeting programming standards and fiscal requirements, but directly to the families that we serve.

Philosophy

Third Academy takes a child-centered, holistic, and comprehensive approach to special education based on the premise that no special need is disconnected from a variety of influences that go beyond the cognitive. All intellectual, physical, spiritual, psychological, emotional, and social influences must be considered in order to successfully meet the needs of each student.

General Information

Third Academy is two schools- Lower School and Upper School- located at a single location- 3-510, 77 Ave SE, Calgary, T2H 1C3. The program includes Personal Development, Literacy/Numeracy, and Physical Literacy/Expressive Arts components. In this way, Third Academy looks to meet the intellectual, social/emotional, kinesthetic/physical and aesthetic needs of all students. Third Academy also has taken programming initiative in Technology and in capacity building in our Autistic Unit.



You will notice that there may not be as many ‘options’ as you are used to. You will also notice that teachers will give you much more assistance than you have been used to, especially in core subjects. We hope you realize how much your teachers care about your success. Your teacher will be the most significant partner—along with your parents—to your success.

Role of Parents: Third Academy recognizes parents are a very critical component in the life of Third Academy! We say Third Academy is made up of three thirds: the student (one-third), the parent (one-third) and the school (one-third). Each third is integral in the ‘program’ which leads to success for each student. The parents’ contributions in terms of active participation can be found in all kinds of activities, including Parent Council meetings, collaboration in developing IPPs, volunteerism, and fundraising , to name a few. We appreciate each parent's participation in assisting us to make a difference in our students’ lives. The research shows that the more parents are involved in their child’s education, the better those students do.

Volunteer Commitment: As part of the registration contract, parents commit to perform a minimum number of volunteer hours to assist Third Academy. Volunteer service is tracked. Third Academy will review volunteer participation on February 28, 2016 and invoice families for unmet volunteer hours at the rate of \$25 per hour.

School Fees: School fees are payable as specified in your Registration and Enrollment Contract and Revised Payment Schedule (if applicable). Third Academy parents commit to paying school fees for the entire school year, irrespective of early withdrawal. If your financial circumstances change, please immediately contact Renee Rideout, Registrar, to explore alternative arrangements. If you are paying your school fees by post-dated checks, please advise Blessy Alexander, Accountant Assistant, in advance if there is a possibility you will not have sufficient funds in your checking account for your check to clear.

School Hours: 8:30 a.m. to 3:30 p.m. weekdays. Wednesday of each week will be a half day, with classes from 8:30 a.m. to 12:00 noon. Please find your campus calendar so that you may see how the year is planned. The calendar is also posted on the homepage www.thirdacademy.ca.

School Closure: The school will not be closed due to extreme weather conditions. The school will always remain open so that students who manage to arrive at school have a safe place. The Transportation Manager will make a decision - based on ensuring the safety of the students - and our drivers will notify parents of the decision not to run buses when conditions compromise the safe transportation of your child.

Uniforms: Students are required to wear the full official uniform on all school days and for designated events. Failure to abide by the school uniform requirement may result in the student's suspension from attending school until parents and the Principal resolve the problem preventing compliance. In the event a student is suspended, parents are responsible for picking up their children. Order your uniform by contacting Elegant Design at 403- 250-8747. More details about the uniform are found at the end of this handbook.

Body Piercing: Piercing for all students on the face, lips, tongue, and eyebrows are not permitted in the school by either gender. Appropriate discrete jewelry may be acceptable. However, if you have any questions about jewelry, please address this with the Principal as he/she will determine what is appropriate.

Bussing: The school provides bussing within Calgary city limits and limited service to other communities. Please contact Bruce Freeman, Transportation Manager, at bfreeman@thirdacademy.ca or 403-888-8437 for more details.

Access to the School: School may be accessed by the designated school entrance only. All visitors must register at the office.

Student Drop Off and Parent Parking: In designated school drop off and parking areas only. Student parking is not available at Third Academy under any circumstances.

Designated School Access Areas: Students have access to the areas designated for the school. There are "out of bounds" areas as indicated by the school Principal. Please note all emergency exits.

Physical Education: For health and hygiene reasons, all students must change into their gym strip before class and into their day uniform after class. Non-marking gym shoes are required.

Smoking is not allowed in Third Academy or on the school property.

Lockers: Locks should be in place by the first week of school. Teachers must have lock combinations for random locker checks. Otherwise locks may be cut off of the lockers and in need of replacement at the student's expense. Random locker checks will take place throughout the year.

School Computers: Students have access during regular operating hours. Permission must be obtained from the class teacher and a supervising teacher must oversee use at all times. Personal computers are only allowed with the permission of your school Principal and only for educational purposes.

Supplies: Send your child on the first day with basic supplies. All textbooks, binders, pencils, paper etc. will be provided by Third Academy after that. The only exception is Senior High students taking Pure Math courses who are required to purchase a graphing calculator. We recommend the Texas Instruments TI80 model as this is approved by Alberta Education. Please check with your teacher before purchasing a different model or brand.

Communication: We believe that good communication is vital.

All students will receive a personal Agenda. This is an important organizational tool and means of communication between the school and parents. Lost agendas must be replaced at a \$10 cost. Use your Agenda to keep the line of communication open between your teacher, yourself, and your parents.

Sunil Mattu, Executive Director, pens *From Me to You* throughout the year.

Campus newsletters- *Third Academy Beacon* Lower School and *Third Academy Gabber* Upper School- contain monthly information about the school that your campus Principal will issue. Contributions to this resource are welcome from parents, students and teachers. Please contact the office for print deadlines.

We try and keep daily email communication to a minimum, so as not to overload your inbox.

Your child's teacher will advise you how to contact them directly.

After hours/emergency contacts are your campus Principal. Phone numbers are listed at the beginning of this Handbook under Leadership Team.

Field Trips and Concerts: All classes participate in a minimum of two hiking field trips per school year; one in the fall and another in the spring. All students are involved in our winter and spring concerts. Some classes have scheduled overnight field trips. Participation in these activities is mandatory except in the case of a medical condition which prohibits student involvement. You will be advised of other events as they come up. Please see the school calendar at www.thirdacademy.ca.

Student Phone: A pass will be available in each classroom and must be presented before using the phone. Please remember that the office is not a meeting place for socializing and that only one student is allowed to make a call at a time. Calls are limited to 3 minutes.

Cell phones and other personal electronic devices must be switched off, placed in a secure spot, and not used during instructional times. Teachers have the authority to randomly check or confiscate cell phones and other personal electronic devices should inappropriate problems persist. Some students may be prohibited from having a cell phone and other personal electronic devices on them during school hours altogether. These students would be required to hand in their cell phones and other personal electronic devices, which would be locked up in the morning and returned at the end of the day.

Lunch: Students eat lunch at their desk in their classroom with their teacher(s) and classmates. We hope this gives them time to get to know their classmates and teachers better. Students are not permitted to leave the campus during recess or lunchtime unless accompanied by a teacher or a parent.

Respect through Attendance and Punctuality: Among society's highest expectations are dependability, promptness, and notification when one is to be absent. It is the parent's responsibility to notify Third Academy as soon as possible should your child be late or not able to attend. Good attendance and parents notifying the school when a student is late/absent, demonstrates respect.

Discipline/Suspension/Exclusion: A copy of the Discipline Policy is available on request. Third Academy offers a safe and caring environment for learning. A copy of the Safe School Environments Policy is available on request. Students are expected to conduct themselves in a manner that is respectful of themselves and others. Those students who, despite every effort on the part of Third Academy, do not conduct themselves appropriately, will be suspended. Should conduct not improve, the student may be ultimately excluded from attending a campus site.

Homework: Homework will be assigned based on the individual needs of students as required or requested by parents.

Therapeutic Support: The school psychologists conduct individual and group therapy as needed based on referral by the Principal. By signing the IPP, parents have given consent for therapeutic counselling. A specific consent must be signed by parents to allow for psychological assessment. We also have access to a Behavioural Therapist, Speech & Language Pathologist, and Occupational Therapist.

We also have access to the services of Physical Therapists through and School Nurses through Alberta Health.

Exit Criterion for Students Leaving Third Academy: It is anticipated that most of the Academy's students will be recommended for integration back into conventional classrooms two to four years after entry into Third Academy. A copy of Exit Criterion Policy is available on request. A letter of recommendation will be sent home in the spring indicating our recommendations for your child's next year of schooling placement. These recommendations will be based on the below criteria.

Students recommended for integration back into conventional classrooms have ALL of the following characteristics:

- Skills in Language Arts and Mathematics at approximate age and grade appropriate level
- A thorough understanding of their learning problem.
- A demonstrated ability to apply strategies that allow them to effectively compensate for their learning problems.
- 'Well developed' study, organizational, time-management, and planning skills.
- The demonstrated ability to act responsibly in structured and less structured situations.
- Self-esteem and confidence at a level that will allow them to deal with the social demands of an integrated placement.

Third Academy may provide transitional services to parents for up to one year.

Extra-Curricular Activities (service & charges): Third Academy provides extra-curricular activities for students before and after school hours. These are offered between 7:30 - 8:00 am & 3:30 - 5 pm daily. If students not taking the school bus or transit home have not been picked up by their parent or guardian by 3:45 pm (12 noon on Wednesdays), they will be placed in extra-curricular activities until their ride arrives at the school. There are fees for this service. The charge is \$10 per hour within the normal service time parameters. An hour charge is calculated after 20 minutes of time into the hour of service. There is a late service fee of \$10 for each 10 minute time increment past the 5:00 pm deadline.

Personal Development: Third Academy recognizes that many of our students have had a negative experience in their learning in their previous schools. We wish to assist all students to deal with those negatives and the habits developed as a result of those experiences. We do this through a Personal Development program. Once we heal the heart, the mind follows. In this way, we hope to change the way students think, feel and ultimately act.

School Awards are a vital component of the life of the Academy. We believe in rewards! Reward systems are in place in all classes.

Parent Advisory Committee: Third Academy has very active Parent Advisory Committees. School PACs are involved in a range of activities in the schools and are a critical support in making each school successful. Your active involvement in the school community and your child's education will help to make this year a success for all. PACs usually meet once every month.

Student Leadership: Developing student leadership capacity is an important goal to achieve. Third Academy has introduced a Student Leadership program under the Duke of Edinburgh Awards program. Students, you can demonstrate your leadership in so many ways. The first and most important step is to get involved and make a difference!

Gift of Literacy Bursary Program: Through the generosity of our communities – corporations, foundations, and individuals – Third Academy continues to provide financial support for students and families who otherwise could not access the programming choice that is needed. If you are able or know of anyone able to make a contribution, please contact Sunil Mattu, Executive Director, 403-690-1408. Thank you for your support.

Dispute Resolution: Third Academy strives to provide the best possible education for students. Sometimes, there will be disagreement as to how to best accomplish this goal. Parents, should you have a concern, please raise this with your child’s teacher first. Should the matter not be resolved to your satisfaction, you may take the matter to the Principal. Beyond that, you may make an appeal to Sunil Mattu, Executive Director, and eventually, should the matter still not be resolved to your satisfaction, to the Board of Directors for a final decision. It is important to follow the appeal process path from teacher to Board. At each level of appeal, a written appeal of previously considered facts will be considered only. Please remember, parents of students attending private schools do not have the right to appeal Board decisions to the Minister of Education.

Clubs: Students are encouraged to take part in various lunch clubs at each campus. Talk to your teacher about the various clubs available.

Board Meetings: You are welcome to attend Board meetings. Copies of all Third Academy Policy documents, Audited Financial Statements, Budget Reports, and Annual Education Results Reports/Three Year Plans are available upon request.

Third Academy Program Streams

Junior High Grades 7 / 8 / 9

Min. Hours of Instruction: 950

Core Program: Language Arts
Social Studies
Mathematics
Science
Physical Education

Complementary Program: Music
Art
Information, Communication & Technology
Organization Skills
Health & Personal Development
Foods
Life Skills & Social Skills

Senior High
Grade 10

Min. Hours of Instruction: 1000

Attendance: Note there are a minimum number of hours of attendance required for each course in order to obtain credits for the course.

Subjects and Credits:

SUBJECT	CREDITS
Mathematics K & E Math 10-4, Math 10C, 10-3	5
K & E Language Arts 10-4, Language Arts 10-1, 10-2	5
K & E Social Studies 10-4, Social Studies 10-1, 10-2	5
Science K & E Science, Science 10-4, Science 10, 14	5
Physical Education	5
General Music	5
Info Technology*	2
Community Health*	2
CTR 1010 (Job Preparation)/Work Experience	1/5
Food Studies/CTS Options*	3
Total	38+ 5

Senior High
Grade 11

Min. Hours of Instruction: 1000

Attendance: Note there are minimum number of hours of attendance required for each course in order to obtain credits for the course.

Subjects and Credits:

SUBJECT	CREDITS
Mathematics K & E Math 20-4, Math 20-1. 20-2. 20-3	5
K & E Language Arts 20-4, Language Arts 20-1, 20-2	5
K & E Social Studies 20-4, Social Studies 20-1, 20-2	5
Science K & E Science 20-4, Science 20, 24, Chemistry 20, Biology 20, Physics 20	5
Physical Education 20	5
C.A.L.M 20	3
General Music	5
Food Studies/CTS Options*	3
Info Technology*	2
Community Health*	2
CTR 2010/Work Experience	1 + 5
Total	41+ 5

Senior High
Grade 12

Min. Hours of Instruction: 1000

Attendance: Note there are a minimum number of hours of attendance required for each course in order to obtain credits for the course.

Subjects and Credits:

SUBJECT	CREDITS
Pure Math 30, Applied Math 30, Math 31	5
K and E Language Arts 30-4, Language Arts, 30-1, 30-2	5
Social Studies 30-1, 30-2	5
Science 30, Chem 30, Bio 30, Physics 30	5
Physical Education*	5
Music	5
Community Health*	2
Info Technology*	2
Food Studies/CTS Options*	3
CTR 3010/ Work Experience	1 + 5
Total	38 + 5

Course Numbering System in High School

Grade 10 subjects are numbered in the 10's

e.g. K & E English 10-4, English 10-1, English 10-2

Grade 11 subjects are numbered in the 20's

e.g. K & E Math 20-4, Math 20-1, Math 20-2, Math 20-3

Grade 12 subjects are numbered in the 30's

e.g. K & E English 30-4, English 30-1, English 30-2

Note: In High School, you do not pass a particular grade, but a particular course level.

Alberta High School Diploma Requirements

The graduation requirements for the Alberta High School Diploma are outlined below. The courses listed are the highest level students are required to complete to earn a diploma. These requirements are set to ensure students graduate from high school with a general education. These requirements are not always the same as those needed to enter post-secondary institutions. For example, Social Studies 30-1 or 30-2 is a diploma requirement but may not be requirement of the post-secondary institution the student is interested in attending. Mathematics 20-3 (or Old Mathematics 24) fulfills the diploma requirement but may not be enough to fulfill the requirement of the post-secondary institution or trade you are interested in.

To earn an Alberta High School Diploma, a student must:

- Earn a minimum of one hundred (100) credits
- Complete and meet the standards of the following courses:
 - English 30-1 or 30-2
 - Social Studies 30-1 or 30-2
 - Mathematics 20-1, 20-2, Old Math 24, New Math 20-3
 - Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20 (or Science 10 and any other 5-credit science course)
- Complete and meet the standards of the following:
 - Physical Education 10 (3 credits)
 - Career and Life Management (CALM) 20 (3 credits)
 - 10 credits in any combination from: CTS, Fine Arts, Second Languages, PE 20 and/or 30, Locally Developed Courses, K and E or IOP Occupational Courses, Registered Apprenticeship Program
 - 10 credits in any 30-level course (in addition to a 30-level English and a 30-level Social Studies course as specified above); these courses may include 35-level Work Experience

Alberta Knowledge and Employability Certificate Requirements

The requirements indicated below are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

To earn an Alberta Knowledge and Employability Certificate, a student must:

- A minimum of eighty (80) credits
- Complete and meet the standards of the following courses:
 - English Language Arts 20-2 or 30-4
 - Math 10-3 or 20-4
 - Science 14 or 20-4
 - Social Studies 10-2 or 20-4
 - Physical Education 10 (3 credits)
 - Career and Life Management (3 credits)
- Complete and meet the standards of the following courses:
 - Five (5) credits in:
 - 30-level Knowledge and Employability occupational course, or
 - 30-level Career and Technology Studies (CTS), or
 - 30-level locally developed/acquired and authorized course with an occupational focus

AND

- Five (5) Credits in:
 - 30-level knowledge and Employability Workplace Practicum course, or
 - 30-level Work Experience course, or
 - 30-level Green Certificate course, or
 - Special Projects 30

Diploma/Provincial Exams

All Grade 12 students are required to write a diploma exam in English 30-2 or 30-2 and Social Studies 30-1/30-2 to qualify for an Alberta High School Diploma. Diploma exams are also written in the following courses: Pure Math 30, Applied Math 30, Biology 30, Physics 30, Chemistry 30 and Science 30. Students rewriting Diploma exams are required to pick up a rewrite form from the Principal's office and submit the form along with the appropriate fee to Alberta Education. There is a fee charged to students by Alberta Education choosing to rewrite diploma exams.

All Grades 3, 6, and 9 students are required to write Provincial Achievement Tests (PATs)/Student Learning Assessments (SLAs). We believe that the PAT/SLA scores are one indicator of student's success, although the experience of participation is most important. Appropriate accommodations are made for student's needs. We encourage parents to encourage their children to write the PATs/SLAs. Alberta Education will introduce the new SLA exams to replace PATs at all grade levels over the ensuing years.

Student Appeal of Final Mark

In the event that a student and/or parent/guardian wishes to appeal a final grade, the following procedure is to be followed:

1. Within 7 days of receiving the final mark, the student/parent/guardian notifies the Principal in writing stating the reasons why he/she feels the mark is not justified.
2. The Principal will interview both the teacher and the student to assess the basis of the appeal.
3. The Principal will notify the student/parent/guardian of the reassessed mark.
4. If the student/parent /guardian is still not satisfied, a further appeal in writing can be made to Sunil Mattu, Executive Director, and finally to the Board of Directors in accordance with the Appeal Procedure.

Third Academy Annual Awards

At the close of each school year, Third Academy celebrates the many successes that our students have experienced at our annual Awards Day in the following areas:

FOUNDERS AWARD

The recipient of this award will be a Grade 12 graduating student. This award is dedicated to the memory of Mr. and Mrs. M. Ram Mattu

MOST IMPROVED IN LANGUAGE ARTS

Division 1 (Grades 1—3)

Division 2 (Grades 4—6)

Division 3 (Grades 7—9)

Division 4 (Grades 10—12)

Plaque stays in school, medal/certificate for each winner

MOST IMPROVED IN MATHEMATICS

Division 1 (Grades 1—3)

Division 2 (Grades 4—6)

Division 3 (Grades 7—9)

Division 4 (Grades 10—12)

Plaque stays in school, medal/certificate for each winner

CITIZENSHIP AWARD

Plaque stays in school, medal/certificate for winner

SPORTS/ATHLETIC AWARD

Plaque stays in school, medal/certificate for winner

MUSIC AWARD

Plaque stays in school, medal/certificate for winner

ART AWARD — Elementary/Junior High

Plaque stays in school, medal/certificate for each winner

HILL FAMILY SCIENCE AWARD — Senior High

Certificate for winner

MOST IMPROVED OVERALL STUDENT IN EACH CLASS

Plaque stays in school, medals/certificate for each classroom winner

STUDENT COUNCIL

Plaque stays in school, medal/certificate for each winner

PARENT COUNCIL

Members of the Council are listed on the plaque

VOLUNTEER AWARDS

Active volunteers are awarded a certificate

Third Academy School Uniform

A school uniform is a simple way to identify our students as members of Third Academy. Wearing a uniform promotes self-discipline, instills a sense of pride and belonging in each student and eliminates unnecessary focus on clothing and extremes of fashion. Wearing your uniform, daily, demonstrates respect.

School Uniform Requirements

It is the parents' responsibility to ensure that their child attends school properly attired. Each day every student will come to school wearing the proper uniform. If this is not the case, the student will remain in school for the remainder of the day however he/she will not be permitted to return until such time as the parent / guardian meets with the Principal to give an assurance that the uniform requirements will be adhered to.

Uniform requirements for all students are in place during school hours and at any time before or after school hours while the student remains on the school property. All students are expected to conduct themselves in a manner showing respect for themselves and the school that they represent. The wearing of the formal uniform is mandatory on all school days and at all designated school functions including the Winter Concert, Spring Concert, Awards Day, and other special events.

Order your uniform by phoning Elegant Design at (403) 250-8747.

Formal Uniform

Boys:

White-collar dress shirt with short or long sleeves
Grey Dress pants
School crested vest
School crested long sleeve sweater (optional)
Non marking shoes

Girls:

White-collar dress blouse with short or long sleeves
School Plaid kilt
School crested vest
School crested long sleeve sweater (optional) Black or Navy Blue Tights (if required)
Black, Navy Blue or white socks (if required) Grey dress slacks
Non marking shoes

Gym Uniform:

Shorts and t-shirt (respectful)
Non-marking shoes